

TOWN OF MINA  
**PLANNING BOARD MINUTES**

**December 1, 2021**

**\*\* DRAFT \*\***

**Planning Board Members Present:** Kris Gleason (Chair), Pat Cuneo, John Shifler, Jo-Ann Travis

**Planning Board Members Absent:** None

**Others Present:** Christine Craffey, Jesse Farnham, Sherrie Tanner, Art Tanner; Rebecca Brumagin, Town of Mina Supervisor (via FaceTime); Ellen Shifler, Mina Code Secretary

**Call to Order:** The meeting was called to order at 6:10 PM by Kris Gleason, Chair.

**Pledge of Allegiance**

**Legal Notice** of the meeting was acknowledged.

**Minutes** of the meeting of **11/3/21** were approved as presented upon motion by Pat Cuneo and second by Jo-Ann Travis.

**PUBLIC INPUT:**

Jesse Farnham (9822 Route 430, Sherman) addressed the present SOLAR MORATORIUM and proposed that residential solar installations be allowed to proceed while Tier 3 installations (solar “farms”) are being studied. Rebecca Brumagin addressed Mr. Farnham’s questions with explanations for the current blanket moratorium and an outline of the Town Board’s next steps and deadlines in regard to solar energy.

Regarding CANNABUS, Christine Craffey (2504 Shadyside Road, Findley Lake) stressed the imperative for examination of all sides of an issue by the Planning Board and Town Board and the importance of building community in decision-making. Rebecca Brumagin and John Shifler responded to Ms. Craffey. Mrs. Brumagin also provided updates on cannabis issues brought up at the 11/23/21 public hearings. The Mina Town Board has opted out of cannabis at present; the issue will be re-examined at the 12/16/21 meeting.

The Village of Sherman has opted in for cannabis. Ms. Brumagin is seeking a copy of the letter and survey sent to residents. Sherrie Tanner, Mina Town Clerk, offered to contact the Sherman Village Clerk.

Rebecca Brumagin reported that Chautauqua County Planning may be able to provide assistance with the COMPREHENSIVE PLAN. For expediency, she encouraged the Planning Board to delineate the separate areas in which Don McCord and the County may assist. Mayville has surveyed its citizens on comprehensive planning questions via a website

survey; the Town of Mina is exploring how we might adopt such a survey method. Kris Gleason has also discussed survey methodology with Don McCord.

Per Ms. Brumagin, local non-profits receiving any funding from the Town of Mina must have a current strategic plan on file before Town funds may be released.

Jo-Ann Travis suggested that the Town of Mina conduct a survey regarding citizens' views on SOLAR. Ms. Brumagin cautioned that going above the requirements of the law for a single issue places undue emphasis on that issue. Christine Craffey cited the avenues by which residents and non-residents may make their views known, such as attendance and participation at public meetings and hearings, the Town website, and letters and emails.

Christine Craffey questioned the means by which Town communications are distributed to citizens at large. An email distribution list does not exist for Town of Mina business. At present the communication vehicle is the Town of Mina website.

#### **PLANNING BOARD DISCUSSION ITEMS:**

##### **1. COMPREHENSIVE PLAN**

- The Planning Board agreed that the Tug Hill “Comprehensive Planning” Webinar packet is a valuable procedural resource.
- **Kris Gleason will contact Rebecca Wurster of Chautauqua County Planning.** The Planning Board seeks specifics on the county’s anticipated assistance with the Comprehensive Planning process.
- Don McCord of Small Town Planning will attend the January and February Planning Board meetings. The Board reviewed his emailed consulting proposal (12/1/21: “Mina Comprehensive Plan Assistance”). **Board members will again review the 10/6/21 meetings minutes and Mr. McCord’s proposal prior to the January 5, 2022 meeting.**
- Kris Gleason cited the need for the new Comprehensive Plan to reflect current trends, changes, and growth since the prior Plan. Toward that end, she encouraged the Board to research other communities’ Comprehensive Plans to find areas for further consideration. She provided the Table of Contents for the “Comprehensive Land Use Plan” of Lyme, NY. The Board found several topics with potential applicability for Mina’s Plan. **Board members will conduct independent research and email notes / findings to each other prior to the meeting of January 5, 2022.**
- The Town of Mina and community of Findley Lake have rich histories. The Board will seek to expand the “History” section of the new Comprehensive Plan. The Mina & Findley Lake Historical Society may be able to provide photographs and information.

(continued)

2. NEW BUSINESS

- Short-Term Rental (STR) permits are due for renewal beginning January 1, 2022. The Planning Board requests that a reminder be placed on the meeting docket for the Mina Town Board. **Chair Kris Gleason will send a memo to Rebecca Brumagin.**
- John Shifler, Chair of the Town of Mina Zoning Board of Appeals (ZBA), anticipates an application requesting special permission for a shed in the Historic Business District (B1). Sheds are specifically prohibited in the B1 district, according to the *Town of Mina Zoning Law, Rev. 7/11/20*, as written by the Town of Mina Planning Board. Mr. Shifler will seek input from the Planning Board by written correspondence and/or attendance at the ZBA hearing on 12/22/21.

3. NEXT MEETING: Wednesday, **January 12, 2021** at 6:00 PM. Pat Cuneo has an ongoing conflict with the first Wednesday of the month. Future meeting date is February 9, 2022. The dates above are changes from what has been advertised in the Post-Journal. **The secretary will send amended Legal Notices.**

4. Meeting was adjourned at 8:10 PM.

Recorded by: Ellen Shifler, Code Secretary, Town of Mina